

Minimum Qualification Specifications
for the Class:

HEALTH CARE FINANCING (TPL) ASSISTANT
(HEALTH CARE FINCG (TPL) ASST)

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below, or any equivalent combination of training and experience.

Work experience that demonstrated the ability to read, comprehend and apply written directions, or a high degree of verbal skill; and the ability to perform basic arithmetic computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis, but not necessarily on a full-time normal work basis.

This requirement may also be met by high school graduation, or equivalent.

Claims Work Experience

One (1) year of progressively responsible claims work experience in preparing and filing claims for medical or other insurance payments including ensuring that procedural and regulatory requirements are met, or clerical work experience in reviewing claims for insurance payments (medical, automobile, workers' compensation, etc.) including verifying that all procedural and regulatory requirements are met.

Third Party Liability Experience

Two (2) years of progressively responsible clerical work experience which involved reviewing medical payment data; pursuing reimbursement of costs in third party liability cases; and working effectively with attorneys, investigators, insurance personnel and others in resolving problems. This experience will have involved determining whether a third party is, or may be, liable for medical costs by evaluating facts of the case; identifying injury-related services; determining the best recovery source to pursue in recovering amount expended; and recommending termination of recovery efforts based on cost-benefit considerations. The experience must have demonstrated that the applicant possesses a thorough knowledge of automobile, health, casualty and other types of insurance, and the ability to handle a variety of third party liability cases concurrently.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

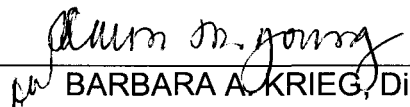
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

The is an amendment to the minimum qualification specifications for the class HEALTH CARE FINANCING (TPL) ASSISTANT, which were approved on June 27, 1989.

DATE APPROVED: 8/20/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development